



STATE OF WASHINGTON

DEPARTMENT OF LABOR AND INDUSTRIES

PO Box 44000 • Olympia, Washington 98504-4000

Large Vendor Enrollment Form and Data Sensitivity Statement

To register as a Large Vendor for Express Filing, please do the following:

1. Complete the Large Vendor enrollment form below (You can complete it online.)
2. Print the form
3. Sign the Data Sensitivity Statement to certify your agreement
4. Mail completed and signed form to:

Labor and Industries Express Filing Services

P.O. Box 44100

Olympia, WA 98504-4100

All fields required

Business name		UBI number	
Account ID	Logon ID		
First name	Last Name		
E-mail Address		Phone Number	Ext

Data Sensitivity Statement

- Maintain as confidential all information accessed through Express Filing application, including passwords, access codes and as specified in the Department of Labor & Industries Usage Policy for L&I Web Sites.
- Employ reasonable security practices.
- Avoid easily guessed passwords, such as a spouse's or child's name. Combinations of letters, numbers and special characters are best.
- Protect passwords and access codes from disclosure. Protect the confidentiality of the authentication procedures or standards and other electronic data processing security procedures required by L&I.
- Be responsible for any actions taken or messages sent which use my authentication identifier. I will not allow any other person to use my authentication identifier.
- Log off or lock my computer terminal before leaving it.
- Report any instance which appears to compromise data security to L&I's Express Filing Enrollment Coordinators at (360) 902-5999 or e-mail: ExpressFiling2@lni.wa.gov

Date

Signature